



**WARREN
WOOD**
PRIMARY SCHOOL

Behaviour and Relationships Policy

Key Document Details:			
Author:	Deputy Headteacher	Department:	Education
Reviewer:	Headteacher	Version No:	2.1
Last Review:	January 2025	Next Review:	January 2026
Approver:	Director of Primary Education	Date Ratified:	

Contents

- Statement of Equality 3
- Purpose..... 3
- Aims for behaviour..... 3
- Expectations 4
- Behaviour Management Strategies 5
- Rewards 6
- Behaviour Management aims to ensure a positive learning environment..... 6
- Sanctions 7
- Confiscation of inappropriate items 8
- Power to use reasonable force..... 9
- The Role of the Headteacher 9
- The Role of the Parent 10
- The Role of the Governors 10
- Bullying 10
- Suspension and Permanent Exclusions..... 10
- Permanent Exclusions 11
- Suspension (previously Fixed Term Suspensions) 11
- Monitoring..... 12
- APPENDIX A - Behaviour Strategies for EYFS and KS1 13
- Sanctions 14
- EYFS 14
- KS1..... 15
- APPENDIX B – BEHAVIOUR GUIDANCE 16
- APPENDIX C..... 19
- Equality Impact Assessment..... 24



Statement of Equality

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Purpose

When dealing with the behaviour of students at Warren Wood Primary School, we aim to: Create a caring, secure and orderly community in which the boundaries of acceptable behaviour are clear, shared and consistent, and reflect Government legislation as represented in The Education Act 2002 (amended 2011); The Equality Act 2010; The Education and Inspection Act 2006; DFE Exclusion from Academies in England; The Academy Discipline (pupil exclusion and reviews) 2012; The Education Regulations 2017; The Human Rights Act 1998; and the Race Relations Act 1976 (amended 2000).

Aims for behaviour

- Teach respect for individuals and the understanding that we are all different;
- Ensure a consistent, positive approach to behaviour management throughout the school day;
- Provide students and staff with an environment that is suitable for learning;
- Ensure the social, emotional and learning needs are addressed appropriately;
- Establish clear procedures for dealing with and managing unacceptable behaviour;
- Empower students so that they are able to self-manage their behaviour;
- Prepare students for entry into the next phase of their education or employment or further education;
- Praise and reward good work, positive behaviour and attitudes;
- Encourage the active and early involvement of parents in supporting positive behaviour.



Expectations

To ensure that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The behaviour policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way.

It aims to promote an environment where everyone feels happy, safe and secure. To promote an environment which encourages children to enjoy learning and become positive, responsible and increasingly independent members of the school community. To foster independent work habits, leading to increasingly focused self-assessment. To provide opportunities to receive a curriculum that suits every child’s interests and abilities. Both staff and children within the school are made aware of their rights and the responsibilities that are associated with such rights.

Right to be respected	Responsibility to respect other people’s religion and culture, the way they dress and look and treat everyone equally.
Right to be responsible	Responsibility to make your own opinion and an entitlement to things such as education, religion and freedom of speech. Responsible for duties or something an individual should do such as following the rules of the school.
Right to be safe	Responsibility to make sure our actions do not hurt ourselves or other people.

The primary aim of the behaviour policy is not a system to enforce rules. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn. This policy supports the school community in aiming to allow everyone to work together in an effective and considerate way. The school rewards good behaviour, as it believes that this will develop an ethos of kindness and co-operation. This policy is designed to promote good behaviour, rather than merely deter anti-social behaviour.

When a teacher has concerns about the behaviour of the pupils in their class, they should first consider the following:

- Curriculum design and differentiation;
- Challenging goals and feedback;
- Behaviour Curriculum (see Appendix C);
- Parental/community involvement;
- Safety of environment;
- Classroom management.



School staff should:

- Follow the Behaviour Curriculum (see Appendix C);
- Ignore secondary behaviour;
- Stay with the facts;
- Let children save face;
- Use solution focussed questions;
- Describe the problem and the consequence;
- Consistently use the agreed behaviour management strategies.

Behaviour Management Strategies

Good to be Green is a positive behaviour strategy and is the main behaviour strategy to be used throughout the whole school and is for all pupils. It may be applied differently in different year groups depending on pupils' ages (see Behaviour in EYFS and KS1 Appendix A) and may be applied differently depending on individual pupils' SEND needs. Sensitivity must be applied at all times.

Green every child starts each day on a green card, a sticker will be given out at the end of the day to celebrate staying on green all day for KS1. A verbal warning is given before issue of an orange card, the green card will be turned vertical to indicate the verbal warning. Should an incident happen from the red, black or white card category (see Appendix B) the issuing of the card will by pass the escalation system.

Orange is a second warning. This can be reversed back to green. No more than three orange card warnings will be given in any one day. Three warnings will escalate to a red card.

A card will be turned to **Red** if the orange warning is **ignored**. The consequence of the red card will be 5 minutes missed play, either morning or lunch break. This will mean a card being issued in the afternoon will be missed break the following morning. This will take place in a reflection room lead by a Behaviour Mentor or SLT. Parents will be informed by the Class Teacher or Cover Teacher.

The consequence of a **Black** card is missed break of 10 minutes or 10 minutes missed lunch break depending on the time of day the card is issued. This will mean a card being issued in the afternoon will be a missed during break the following morning. This will take place in a reflection room lead by a Behaviour Mentor or SLT. Parents will be informed by the Class Teacher or Cover Teacher.

White is the final stage the child is sent to the Behaviour Mentor/SLT for rest of the day to complete work at a work station. Parents are informed immediately by the Behaviour Mentor or SLT. A same day meeting is arranged and the consequence will be discussed during the meeting.



If a class teacher is concerned about general class behaviour, they need to consider the reasons for the behaviour and discuss this with the Pastoral and Behaviour Team. If the class teacher decides that further action is necessary then an AEN referral form needs to be completed and submitted to the team. The SENCO and the team hold fortnightly meetings to discuss children causing concern.

Rewards

The school adopts a positive approach to behaviour management and children earn a daily 'tally' towards a reward:

- Staff praise and congratulate the children;
- A GTBG sticker will be given to the children for staying on green the whole day. This can be placed on a card or given to take home to celebrate;
- House Points are connected to our values and are in 4 house colours;
- Positive points connected to our values on Arbor, emailed home;
- Staff use stickers and charts or marbles in the jar etc.;
- Phone calls or notes home to parents for exemplary work/behaviour or improvements to work and behaviour, this will be noted on Arbor;
- We acknowledge the good work, behaviour and effort of individual children as part of our celebration assemblies;
- Class/Year Group rewards;
- Good to be Green rewards i.e. reward shop.

Pupils may also be given school-wide responsibilities such as House Captain, Learning Ambassadors, RECIPE Ambassadors, Friendship Ambassadors and Sports Crew.

Behaviour Management aims to ensure a positive learning environment

At Warren Wood Primary School, we develop children's character through our behaviour curriculum. In order to build character, we define the behaviours and habits that we expect students to demonstrate following our values from Nursery to Year 6. We want to support our pupils to grow into adults who are polite, respectful, grateful and who always consider others and show care to everyone in our school community. We believe that as pupils practise these behaviours, over time they become automatic routines that positively shape how they feel about themselves and how other people perceive them. To ensure that we



build the automatic routines all adults who are employed and volunteer at Warren Wood Primary School role model the routines at all times.

Sanctions

The school uses a number of sanctions to enforce the school rules, and to ensure a safe and positive learning environment. We employ each sanction appropriately to each individual situation.

Every child may misbehave at some time or another. On most occasions this can be dealt with by a verbal reprimand. In the classroom it may be that the child has his/her card changed using the visual card system. Negative points are recorded on Arbor linked to the card given. Parents will be informed face to face, by telephone call or via email and can state a preference on how they are informed to meet the individual needs of the child.

In the classroom persistent misbehaviour can be dealt with by consistent use of the Green card system.

If a child is exited from the playground or classroom the Behaviour Mentor needs to be informed with a clear explanation of the behaviour that has caused the concern. Statements and pupil voice will need to be collated.

Where problems appear to be part of a pattern of behaviour it is important that parents and carers are involved from an early stage. This can be done initially by the class teacher, followed up by the Behaviour Mentor and if the child does not make progress or the parents do not engage then by the Deputy Headteacher and ultimately the Headteacher. All meetings and information sharing needs to be added to Arbor as a Behaviour Log.

It is appropriate in some cases to involve the Inclusion Team, Social Services or Family Solution team outside of the school.

In the event of a serious incident a member of the Senior Leadership team will be informed and the child removed from the classroom. A member of staff will complete a written statement and witness statements will be asked for from adults and children. The child will be asked for a statement to gain their pupil voice. Parents will be contacted immediately and invited in to discuss the incident.

Sanctions **must not** include:

- Physical Force;
- Withdrawal from curriculum activities (these are every child's legal entitlement);
- Being left unsupervised anywhere in the school building including outside in the corridor or in the entrance hall;



- Threats that cannot be carried out;
- Writing out extra work in an area of the curriculum which might decrease their interest in it;
- Removal of items given to a child to support their individual needs.

Teachers can:

- Confiscate children’s property if it is not appropriate to be in the school;
- Subject to the school’s behaviour policy a child may be disciplined for any misbehaviour **when** the child is:
 1. Taking part in any school-organised or school-related activity.
 2. Travelling to and from the school.
 3. Wearing the school uniform or in some other way identifiable as a pupil at the school.
 4. Could have repercussions for the orderly running of the school.
 5. Poses a threat to another pupil or member of the public.
 6. Could adversely affect the reputation of the school.

Confiscation of inappropriate items

There are two sets of legal provisions which enable school staff to confiscate items from pupils:

1. **The general power of discipline:** This enables a member of staff to confiscate, retain or dispose of a pupil’s property as a punishment and protects them from liability for damage to, or loss of, any confiscated items.
2. **Power to search without consent for ‘prohibited items’** including:
 - Knives and weapons;
 - Alcohol;
 - Illegal drugs;
 - Stolen items;
 - Tobacco and cigarette papers;
 - Fireworks;
 - Pornographic images;



- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property;
- Any item banned by the school rules which has been identified in the rules as an item which may be searched for.

The legislation sets out what must be done with prohibited items found as a result of a search, the school will make the decision to retain, dispose of or hand in to the police the confiscated items. Where a child has knowingly brought a prohibited item into the school with malicious intent, the Headteacher may impose any of the afore mentioned approved sanctions or suspension in extreme circumstances.

Power to use reasonable force

The legal provisions on school discipline also provide some members of the staff with the power to use reasonable force (Team Teach following training) to prevent pupils committing an offence, injuring themselves or others or damaging property, and to maintain good order and discipline within the classroom.

Headteachers and other authorised school staff may also use such force as is reasonable given the circumstances when conducting a search without consent for knives, weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, pornographic images, fireworks or articles that have been or could be used to commit an offence or cause harm. Force cannot be used to search for items banned under school rules e.g. sweets and toys.

The Role of the Headteacher

It is the responsibility of the Headteacher to implement the behaviour policy consistently throughout the school, and to report to the Governors, when requested, on the effectiveness of the policy. It is also the responsibility of the Headteacher to ensure the health, safety and welfare of all children within the school.

The Headteacher supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in the implementation of the policy.

The Headteacher has the responsibility for giving fixed term suspensions to individual children for serious acts of misbehaviour. For repeated or very serious acts of antisocial behaviour, the Headteacher may permanently exclude a child.



The Role of the Parent

The school staff work collaboratively with the parents so children receive consistent messages about how to behave at home and at the school.

We expect parents to support their children's learning and to co-operate with the school. We try to build a supportive dialogue between the home and the school, and we inform parents immediately if we have concerns about their child's welfare or behaviour.

If the school has to use reasonable sanctions to punish a child, parents should support the actions of the staff. If parents have any concerns about the way that their child has been treated, they should initially contact the class teacher. If the concern remains, they should contact the Behaviour and Pastoral team, SENCO, Deputy Headteacher or Headteacher. If they feel that the situation has not been resolved after consultation with the Headteacher they should follow the school's complaints procedure. Details can be found on the school website.

The Role of the Governors

The Headteacher has the day – to – day authority to implement the behaviour policy, the Local Governing Body (LGB) will work with the Headteacher in reviewing the effectiveness of the behaviour policy.

Bullying

The safety of the children is paramount. If a child hurts or bullies another pupil, the adult dealing with the situation must record this and it must be passed immediately to the Behaviour and Pastoral Team, SENCo, Deputy Head or the Headteacher. This behaviour will be entered onto Arbor as an incident and behaviour log. The school does not tolerate bullying of any kind. If an act of bullying or intimidation has taken place, staff will act immediately to stop any further occurrences of such behaviour. (See Anti Bullying Policy).

Suspension and Permanent Exclusions

Only the Headteacher (or Deputy Head with Headteacher's permission) has the power to suspend a pupil from the school. The Headteacher may exclude the pupil for one or more fixed periods, for up to 45 days in any one academic year. The Headteacher may also



suspend a pupil permanently. It is also possible for the Headteacher to convert a fixed-term suspension into a permanent suspension, if the circumstances warrant this.

If the Headteacher suspends a pupil, parents will be informed immediately and given the reason for suspension. Parents will be provided with a written letter to advise of the suspension period, reason for suspension, date for reintegration meeting and appropriate work for the child to complete during suspension. Upon reintegration, the child will spend the morning with the Behaviour Mentor in Pastoral Support before returning to class, behaviour will be monitored. A weekly review will be held with the parent.

At the time of parent notification, the Headteacher will make it clear to the parents that the Local Governing Body (LGB) must consider any representations made by parents in line with the following procedure:

Permanent Exclusions

The Local Governing Body (LGB) must convene a meeting to consider reinstatements within 15 days of receiving notice of the suspension. The same is true when an exclusion will take the child's total days of suspension above 15 days for one term.

Suspension (previously Fixed Term Suspensions)

Where a suspension will take the child's total days of suspension above five for the term, if requested by parents the Local Governing Body (LGB) must convene a meeting to consider reinstatement within 50 days of receiving notice of the suspension. Where suspension does not take the pupil's total days of suspension above five for the term, the Local Governing Body (LGB) must still consider any representations made by parents but cannot overturn the Headteacher's decision.

The Headteacher informs the Local Governing Body (LGB) and Local Authority about any permanent exclusions immediately, and about any suspensions on a termly basis.

The Local Governing Body (LGB) itself cannot either exclude a pupil or extend the suspension period made by the Headteacher.

The Local Governing Body (LGB) will consider any suspension appeals. They will create a panel who will meet to consider the suspension, they will consider the circumstances in which the pupil has been suspended, consider any representation by the parents and consider whether the pupil should be re-instated. If the panel decides that a pupil should be reinstated, the Headteacher must comply with this ruling.



Where requested by a parent the Beyond Schools Trust will need to arrange an independent review panel to consider the decision of a Local Governing Body (LGB) to uphold a permanent exclusion. Panel members will need to be trained in how to perform their role. Beyond Schools Trust will also need to appoint a special educational needs expert to advise the panel, where requested by a parent. The independent review panel will be able to uphold the decision to permanently exclude a pupil; recommend that the Local Governing Body (LGB) reconsider its decision; or direct the Local Governing Body (LGB) to reconsider its decision. A direction to reconsider will be limited to circumstances where a panel decides that the school has acted illegally, irrationally or in a procedurally flawed manner.

Monitoring

The Headteacher and the Leadership Team monitor the effectiveness of the behaviour policy on a regular basis. The Headteacher reports to the Local Governing Body (LGB) on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.

The school keeps a variety of records of incidents of misbehaviour. The Behaviour Mentor records minor incidents through behaviour logs and Arbor. Leadership team review the children who receive red, black or white cards weekly as well as identifying classes with only green cards.

A Pastoral Support Plan (PSP) will be put into place upon the child returning from a suspension, this should reduce the risk of further suspension. Regular meetings will be held to discuss the child's progress towards behaviour targets to identify and support around behaviour management the parent may need at home to support the school plan. Those involved with these meetings will be: Deputy Headteacher, Pastoral, SENCO, Behaviour Mentor, parents, child and any other agency identified as having a positive impact on the family.

The school keeps a record of any pupil who is suspended for a fixed – term, or who is permanently excluded. It is the responsibility of the Local Governing Body (LGB) to monitor the rate of fixed term suspensions and permanent suspensions, and to ensure that the policy is administered fairly and consistently.



APPENDIX A - Behaviour Strategies for EYFS and KS1

The Early Years Foundation Stage (EYFS) and KS1 Behaviour Management Policy is a subsidiary of the school's main policy and has been written to ensure that the needs of younger children are met.

Please refer to the main document *Warren Wood Primary School Behaviour Policy* for the complete school context.

At Warren Primary Wood School, EYFS and KS1 staff model, support and provide opportunities for children to practise social skills. We provide positive curriculum and environment for children and recognise and help them to express their feelings, without judgement. On a daily basis we support the development of sharing and encourage children to work together and include others in their play. We support choices and autonomy and provide challenges for thinking and to scaffold learning. All our values are present within our developmental conversations with the children. We expect our EYFS and KS1 staff to:

- Develop a positive relationship with all children
- Model our values through talking and listening
- Use visual aids and displays
- Praise children to support excellent behaviour for learning linked to our values
- Correct behaviour when necessary
- Build relationships with parents/carers
- Be consistent and fair by adopting and following our school Behaviour Policy
- Plan a broad, balanced and interesting curriculum
- Have high expectation of children's behaviour in class and around the school
- Treat everyone in the school community in the same way irrespective of gender, race, religion, sexuality
- Good classroom management with support from EYFS Lead and SLT
- Share information with parents/carers to support development
- To make reasonable adjustments in our behaviour approach for some children with specific needs
- Hold assemblies and workshops for children, parents/carers and school community



We recognise the consistency of language as crucial in supporting children's decisions and personal, social and emotional development. EYFS and KS1 staff aim to use positive language, fully involving the children in reflection to self-correct behaviour:

- Let's stop and think about the choices that you are making
- What should you be doing right now?
- How can I help you to make this better/easier for you?
- Good listening, kind hands and feet
- Regular and explicit praise for desirable behaviour
- Behaviour for learning supports children's behaviours appropriately in a large group setting, they learn to accept and tolerate others

Sanctions

Where there is a consequence to a child's challenging behaviour and a sanction is given by an adult it should be relevant and introduced soon after the event.

EYFS

- All children will start on a green card, this will be displayed on a sunshine. The aim is for the children to reach the rainbow. If they do, a sticker will be given 'Ask me why I was on the rainbow today'
- Verbal warnings and modelling from EYFS staff of our expectations, support and celebrate their successes i.e. 'Are you making the right choices? Are you following our values? How can we make this a better choice?'
- If a child does not correct their behaviour with EYFS staff support they will be told 'This is your warning, you need to think about your choices.' Next step is reflection time.
- If a child does not improve their behaviour they will move to an orange card, this will be displayed on the grey cloud after a 5-minute warning, reflection time will be used to discuss their behaviour and how they can correct it linked to our values. This may need to be repeated and moved to a red card, this will be displayed on the black cloud



- After three reminders a call can be made to the Behaviour Mentor and a visit to an SLT member of staff.
- Parents/carers will be informed by the Class Teacher/Cover Teacher unless a serious incident whereby the Behaviour Mentor or SLT will inform the parent. This will be through a face-to-face conversation, telephone call or an email. Parents can state their preference on how to be informed
- If a serious incident occurs this could result in suspension. This would be a white card – see school behaviour policy

KS1

- Follow the GTBG Positive card system – see the main school policy
- Verbal warnings and modelling from KS1 staff of our expectations, support and celebrate their successes i.e. 'Are you making the right choices? Are you following our values? How can we make this a better choice? This will be an orange card. See the behaviour policy
- If children do not improve their behaviour, they will have a 5-minute reflection time to discuss their behaviour and how they can correct this linked to our values. This will be a red card. See the behaviour policy
- If the child does not correct their behaviour, they will be asked to leave the class for 10 minutes for reflection time. The child will return back to the class with their staff member supporting them to show their correct choices. This will be a black card. See our behaviour policy
- Parents/carers will be informed by the Class Teacher/Cover Teacher unless a serious incident whereby the Behaviour Mentor or SLT will inform the parent. This will be through a face-to-face conversation, telephone call or an email. Parents can state their preference how to be informed
- If a serious incident occurs this could result in suspension. This would be a white card – see school behaviour policy
- During Term 6 Year 2 will be follow the KS2 sanctions in preparation for Year 3



APPENDIX B – BEHAVIOUR GUIDANCE

Level	Unacceptable / Inappropriate behaviours	Person responsible	Responses / Consequences The adult can choose from...
Green Card	For showing the correct behaviours in school following the Behaviour Curriculum, Mission Statement and Values	All staff within school, C.T, office, support staff, Pastoral, behaviour, SLT etc.	GTBG praise pad certificates. Weekly A5 certificate Stickers Tally House points
<p>Level 1:</p> <p>Dealt with using the classroom behaviour management by teachers and support staff (including playground incidents at this level).</p> <p>Orange Card</p>	<p>Distracting other children /teacher Calling out failing to listen Failing to come in when called after playtime Lack of care about classroom/playground and equipment Throwing sand/water/toys/other objects Talking over the teacher Disruption while children are working Attention-seeking/ "winding up" other children Making inappropriate noises Not settling for register/story/carpet Refusing to follow general instructions</p>	<p>Class teacher/Cover Teacher or support staff member</p> <p>If an incident happens during an unstructured time such as in breakfast club, or at lunchtime it is the responsibility of the staff member that witnessed this to report to the class teacher or cover teacher as soon as possible</p>	<p>Desired/appropriate behaviours taught, modelled Misbehaviours pre-empted, diverted away from Positive reinforcement of desired behaviour 2 choices given Tactical ignoring Tactical pausing Non-verbal cueing Behavioural direction Rule reminder Distraction/diversion Comment- direction – command avoid "please", "use thank you" Common language, consistent use of mini scripts Direct questions use "what", "when", "how" or "where?" Avoid "why?" or "are you?" Partial agreement and refocusing Reminder about consequences and rewards KS2 to write in behaviour book to log reason for card</p>



			Work back to a Green Card
<p>Level 2:</p> <p>Behaviour that requires a consequence of missed minutes at break/lunch.</p> <p>Red card</p>	<p>Behaviours persisting despite Level 1</p> <p>Physical abuse – deliberate (but minor) pushing/ pulling hair, etc.</p> <p>Repeatedly ignoring adult requests /instructions ignored</p> <p>Arguing back</p> <p>Deliberate shouting out</p> <p>Running about</p> <p>Pushing in</p> <p>Not responding to requests to work</p> <p>Preventing others from working</p> <p>Disruptive behaviour</p> <p>Rudeness to others</p> <p>Throwing small objects pencils / pens / rubbers / rulers etc.</p> <p>Unsafe behaviour climbing / tipping furniture</p> <p>Leaving the class without permission</p>	<p>Class teacher/Cover Teacher or support staff member</p> <p>If an incident happens during an unstructured time such as in breakfast club, or at lunchtime it is the responsibility of the staff member that witnessed this to report to the class teacher or cover teacher as soon as possible</p>	<p>Consistent use of the above strategies</p> <p>Cool down time in calm corner or with behaviour mentors</p> <p>Clearing up of mess.</p> <p>Time taken away from playtime and or lunchtime</p> <p>Informal Restorative work</p> <p>KS2 to write in behaviour book to log reason for card</p> <p>Loss of minutes at break/lunch</p> <p>Behaviour logged on Arbor as soon as possible</p> <p>Informal chat with parent/carer by Class Teacher/Cover Teacher via face to face, telephone call, or an email (check preferences)</p>
<p>Level 3:</p> <p>Behaviour that requires a consequence of missed minutes at break or lunch and restorative work. Class teacher to seek support from Behaviour Mentors or SLT.</p> <p>Black card</p>	<p>Continuation of negative behaviour despite Level 2 consequences</p> <p>Physical abuse/aggressive playground behaviour- punching/ fighting/ kicking/ hurting/ storming off/ threatening behaviour/ stampeding/ spitting on others</p>	<p>Teaching staff/Cover Teacher or support staff member, Behaviour Mentors</p> <p>Incidents reported to SLT</p> <p>If an incident happens during an unstructured time such as in breakfast club, or at lunchtime it is the responsibility of the staff member that witnessed this to</p>	<p>KS2 to write in behaviour book to log reason for card</p> <p>Child taken to a place of safety by adult (or other children removed from classroom) until child has calmed down</p> <p>Loss of minutes break/lunch</p> <p>Time out with behaviour mentors</p> <p>Restorative work</p> <p>Loss of privileges</p> <p>Apology letter</p> <p>Report Card reviewed with parents</p>



	<p>Deliberate vandalism /misuse of equipment or property e.g. toilets, Deliberate and repeated refusal to comply with adult requests, open rudeness</p> <p>Refusal to come into class after break or lunch</p> <p>Verbal abuse – deliberate swearing</p>	<p>report to the class teacher or cover teacher as soon as possible</p>	<p>Behaviour logged on Arbor immediately with supporting witness statements and pupil voice.</p> <p>Parents informed by class teacher/Cover Teacher/Behaviour Mentors via face to face, telephone call or an email (check preferences)</p>
<p>Level 4:</p> <p>Behaviours that require immediate involvement from behaviour mentors or SLT.</p> <p>If Positive Handling was applied – the Bound and Numbered book needs to be completed the same day.</p> <p>White card</p>	<p>Persistent level 3 behaviour</p> <p>Racism, sexism and offensive name calling or other bullying or harassment</p> <p>Theft</p> <p>Physical attack on another pupil leading to injury</p> <p>Physical attack on an adult</p> <p>Bringing a weapon into school</p> <p>Leaving site without permission (away from immediate boundaries)</p> <p>Rage outbursts – maybe involving injuring another child or adult.</p> <p>Throwing or breaking furniture or large resources</p> <p>Dangerous behaviour (to self and others)</p> <p>Unmanageable behaviour/severe and constant disruption/complete defiance</p>	<p>Teaching staff/Cover Teacher or support staff member/Behaviour mentors/ SLT</p> <p>Final decision regarding consequences is made by SLT</p> <p>If an incident happens during an unstructured time such as in breakfast club, or at lunchtime it is the responsibility of the staff member that witnessed this to report to the class teacher or cover teacher as soon as possible</p>	<p>Parents requested to come in to support the child in school</p> <p>Child taken to a place of safety by adult (or other children removed from classroom) until child has calmed down</p> <p>Internal suspension</p> <p>Fixed Term suspension</p> <p>Permanent suspension</p> <p>Restorative work</p> <p>In – school suspension</p> <p>Report Card reviewed</p> <p>Care Plan/Behaviour Support Plan</p> <p>Referral to SEN/Behaviour/Pastoral Team</p> <p>Behaviour logged on Arbor immediately with supporting witness statements and pupil voice</p> <p>Parents requested to come in to support the child in school meeting with SLT/Behaviour Mentors/Pastoral Team</p>



APPENDIX C



Behaviour Curriculum

Introduction

At Warren Wood Primary School, we develop children's character through our behaviour curriculum. In order to build character, we define the behaviours and habits that we expect students to demonstrate following our values from Nursery to Year 6. We want to support our pupils to grow into adults who are polite, respectful, grateful and who always consider others and show care to everyone in our school community. We believe that as pupils practise these behaviours, over time they become automatic routines that positively shape how they feel about themselves and how other people perceive them. To ensure that we build the automatic routines all adults who are employed and volunteer at Warren Wood Primary School role model the routines at all times.

Teaching the curriculum

The curriculum is taught explicitly during the first week in Autumn term alongside the traditional National Curriculum subjects and Early Years Foundation Stage 7 areas of learning. Children should learn the content of the curriculum so that they can recall the information and act upon it. At the start of each term, the behaviour curriculum is revisited with pupils and will continue to be reinforced throughout the year. Teachers will also demonstrate these behaviours and ensure pupils have time to practise these (particularly in the first few days of term). For example, a lining up order should be taught in the classroom but must be reinforced in different locations and times throughout the school day e.g. at lunchtime. It is expected that all pupils will know this content.

Adaptations

While this curriculum is for all pupils it will be applied differently in different year groups depending on pupils' ages and may be applied differently depending on individual pupils' SEND needs. Sensitivity must be applied at all times when teaching the curriculum.



Curriculum Content

Curriculum content to be covered in depth in Autumn Term 1 and revisited throughout the year going forward. Term 5 2023

Behaviour

Know that there are three behaviour expectations in school. These are to

- be respectful,
- be responsible,
- be safe.

Know the following examples of these three principles –

Be Respectful	Be responsible	Be safe
<ul style="list-style-type: none">● Say please and thank you● Hold doors open for people● Talk kindly to other pupils● Say good morning/ afternoon to adults● Respect others right to learn● Respect school property by looking after it● Use a calm and polite tone of voice● Value differences● Follow all adult instructions	<ul style="list-style-type: none">● Completing homework on time● Wearing correct school uniform● Tidying up your own workspace and the classroom● Accepting responsibility for making the wrong choices verbally or physically to other people	<ul style="list-style-type: none">● Sitting sensibly in the classroom● Walking through corridors● Playing games that do not become too physical.● Using calm and respectful tones when we communicate

Our Routines

Our staff use a silent signaller to gain the attention of the class. This is done by raising one hand. When pupils see this, they should respond by being silent and responding with **STAR**.

- S - Sitting or standing up straight
- T - Tracking the teacher
- A - Attention at all times
- R - Respect towards others



Fantastic Walking

Know that we walk around school using **Fantastic Walking** with an adult at the front of the line and back of the line, where available, stopping along the way to ensure everyone is in line still and following the routine.

Know that **Fantastic Walking** means –

- Facing forward
- Walking in a straight line
- Hands by side
- Without talking
- Without leaning on walls whilst waiting

Know that we use **Fantastic Walking** to keep everyone safe in school and to make sure the learning of other children is not disrupted as people move around school.

Fantastic Listening

Know that we use **Fantastic Listening** in class. This means that we use **STAR** –

- S - Sitting or standing up straight
- T - Tracking the teacher
- A - Attention at all times
- R - Respect towards others

Know that we all do **Fantastic Listening** to ensure everybody is able to learn without distractions. Know that pupils who do not follow school rules will have a consequence for this.

Fantastic contributing

Know that we expect all children to contribute in class. **Fantastic contributing** means:

- Listening to the class teacher or whoever is speaking
- Considering my responses before sharing
- Putting my hand up so I know my teacher knows I want to contribute during whole class discussions
- Sharing answers/contributions in a clear voice using full sentences
- Building on what others have said

Using good manners

Know that I should always say 'please' when I am asking for something.

Know that I should always say 'thank you' when I receive something or someone does something nice for me.

Know that I should say 'Good morning/afternoon' to adults if spoken to.

Know that it is important to show gratitude to others by thanking people for what they have done for me.



Know that a calm and polite tone is respectful.

Arriving at school at the beginning of the day

Know that I arrive on time to school.

Know that I walk calmly to our classrooms.

Know that I greet staff with a smile and a 'good morning'.

Know that I hang my coat up, put my lunchboxes on the trolley and water bottle in the box.

Know that once I have entered the classroom, I do not leave again unless I have asked a member of staff.

Know that I sit down in my seat as soon as I have entered the classroom and begin the morning task.

General classroom expectations

Know that I should not be leaving my seat during a lesson unless I have asked to do so.

Know that I should be using the toilet at break and lunchtime so as not to interrupt learning time.

Know that I should not have any objects on the table that distract me from my learning.

Know that it is my responsibility to keep my table clear from clutter.

Know that I have a responsibility to ensure that the classroom is kept tidy.

Know that I should not talk when the teacher is delivering a lesson or another pupil has been asked to talk as this will stop myself and others from learning.

Completing work in books

Know that I should always rule my work off with a pencil and ruler in KS2.

Know that I should always start a new page for my work in KS1.

Know that I should date every piece of work.

Know that if I am writing a title or LO, I must underline it with a pencil and ruler

Know that I should always start writing from the margin.

Know that in maths I should use one digit per box.

Know that in maths I should always leave a one square space between calculations.

Know that whenever I am drawing lines, I should use a ruler.

Know that I should respond to my teacher's marking using a purple pen.

Know how to correct mistakes by drawing a straight line through my work.

Transitioning within a lesson and at the end of a lesson

Know that when the teacher signals (1) I should stop what I am doing.

Know that when the teacher signals (2) I should tuck my chair in if seated and stand up if sat down.

Know that when the teacher signals (3) I should move to my table/line up.

Know that when I am lining up, I should be quiet.

Playtime Behaviour

Know that I must walk from my classroom to the playground using **Fantastic Walking**.

Know that I must play safely without hurting anyone.

Know that I do not 'play fight' because I may hurt someone by accident.

Know that I must be kind, by including people in my games and sharing equipment.



Know that someone who is kind behaves in a gentle, caring, and helpful way towards other people.

Know to show respect and care for our playground equipment.

Lining up on the playground at break and lunchtime

Know to stand still when the first whistle is blown.

Know that when the second whistle is blown that I move silently to the line

Know that to wait silently until the teacher signals that the class is to walk into school.

Know that I am not allowed to stay in the corridors during breaks.

At the end of the school day

Know to follow the school routine for **Fantastic Walking** through school in silence.

Know to follow the Teacher to the dot on the playground in a straight line.

Know to wait until the teacher dismisses me to my parent/carer.

Know to return to the end of the line silently if my parent/carer is not there.

The Dinner Hall

Know that I use **Fantastic Walking** when walking to the hall.

Know that I collect my food and sit down straight away.

Know that I should use a normal talking volume when in the hall. I should not be raising my voice.

Know that I should use a knife and fork correctly.

Know that I use good manners by saying 'please' and 'thank you' when someone gives me my food or a drink.

Know that I should not leave my seat once I have sat down.

Know that once I have finished, I clear any rubbish from my table and empty any left over food into the correct bin.

Assembly

Know to follow the school routine for **Fantastic Walking** through school in silence.

Know to follow the teacher into the school hall and sit down quietly.

Know to follow the **Fantastic Listening** throughout the assembly.

Know to follow the instructions when leaving the school hall quietly to return back to class.



Equality Impact Assessment

Who is the policy or process intended for?	Pupils	Employees	Govs/ Trustees	Volunteers	Visitors
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Status of the policy or process:	New policy or process			Existing policy or process	
	<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Analysis					
Protected Characteristic	Impact analysis			Explanation of impact analysis	
	Positive	Neutral	Negative		
Age:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Disability:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sex:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Gender reassignment:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Race:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Religion or belief:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sexual orientation:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Marriage or civil partnership:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pregnancy and maternity:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pupil groups (PP/SEN/CLA):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Evaluation and decision making					
Summary of action taken:					
Final decision:					

